



COMMONWEALTH OF
PENNSYLVANIA
DEPARTMENT OF AGING
Harrisburg, PA. 17101

PENNSYLVANIA DEPARTMENT OF AGING

1. File Number:

APD 16-01-02

2. Disposition:

Rescinds APD 15-01-02

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4. Effective Date:

July 1, 2015

5. Program Area:

AAA Administration

6. Origin:

Bureau of Finance

7. Contact:

Bureau of Finance (717) 772-0192

AGING PROGRAM DIRECTIVE

SUBJECT: OPTIONS SERVICES REPORTING INSTRUCTIONS

TO:

COUNTY COMMISSIONERS	CHAIRPERSONS, NON-PROFIT AAA
COMPTROLLER	GOVERNING BOARDS
EXECUTIVE STAFF	PDA GRANTEES AND CONTRACTORS
AREA AGENCIES ON AGING	PA STATE ASSOC. OF COUNTY
ADMINISTRATION ON AGING	COMMISSIONERS
PA ASSOCIATION OF AREA	
AGENCIES ON AGING	

FROM:

Teresa Osborne
Secretary
Pennsylvania Department of Aging

PURPOSE:

The purpose of this Aging Program Directive (APD) is to provide the minimum requirements related to the categorical allocations-OPTIONS Services the AAA network is receiving as part of their allocation reporting package.

BACKGROUND:

This APD transmits, in one document, all key information related to the categorical allocation-OPTIONS Services funding. The AAAs are advised to refer to this APD throughout their planning and expenditure processes.

OPTIONS SERVICES FUNDS

Within the funding APD there are Other categorical funding allocations for OPTIONS Services. Guidelines specific to the use of these funds are:

1. The intent is to serve additional consumers and provide additional units of service to existing consumers. Funding is not to be used for administrative costs.
2. Priority will be given to individuals on the waiting list and provision of protective services.
3. The funding will be used for consumer direct services and reported in the following cost centers:
 - Home Delivered Meals
 - Passenger Transportation
 - Information and Referral (Health and Wellness)
 - Home Health
 - Personal Care
 - Personal Assistance Service
 - Overnight Shelter/Supervision
 - Environmental Modifications
 - Medical Equipment/Supplemental Adaptive Devices
 - Home Support
 - Adult Day Care
 - Counseling
 - Care Management
 - Protective Service Intake/Investigation
 - Domiciliary Care
 - Guardianship
 - Consumer Reimbursement
4. Care Management cost center expenditures should be limited to the amount attributable to the increase in consumers being served as a result of this allocation.
5. This funding is not available for providing rate increases to agency vendors.
6. Within the Line Item Budget is a worksheet titled "OPTIONS Services". This should be completed to reflect the correct allocation amounts and support the spending plan noted in #8 below. Budget reporting instructions are:
 - a) Line 4 Budget Amount. The amount of the allocation can be found in the ABGATCHA of APD 15-01-01.

- b) Line 9 Total Consumers-Waiting List. The amounts reported should be the projected number of consumers that will receive services as a result of these allocations. The information should be reported by cost center.
- c) Line 10 Total Consumers-Add Services. The amounts reported will be the projected number of existing consumers that will receive additional services as a result of these allocations. The information should be reported by cost center.
- d) Line 11 Total Consumers. This is a summary of information presented on lines 9 Total Consumers-Waiting List and Line 10 Total Consumers-Add Services.
- e) Line 13 Options Services Staffing Costs. The budgeted amounts are the staffing costs the AAA projects to incur as a result of servicing consumers with the Options Services and Waiting List Initiative funding. Staffing costs incurred as a result of utilizing other funds is not to be projected on this worksheet.
- f) Line 14 Program Costs. This line should reflect the projected costs the AAA anticipates paying for the service being offered in the reportable cost center.
- g) Line 15 Consumers Served. This is the projected number of consumers to receive services in the applicable cost center and have costs reported on Line 14 Program Costs.
- h) Line 16 Consumer Reimbursement. This is the anticipated amount the AAA will provide as a reimbursement to consumers in non-FCSP related programs (Ex: Options-PAS).
- i) Line 17 Consumers Served. This is the projected number of consumers to receive services in the applicable cost center and have costs reported on Line 16 Program Costs.
- j) Line 18 Consumer Reimbursement-FCSP. This is the anticipated amount the AAA will provide as a reimbursement to consumers who the AAA anticipates funding through an FCSP program within 3 months.
- k) Line 19 Consumers Served. This is the projected number of consumers to receive services in the applicable cost center and have costs reported on Line 18 Program Costs.

7. Within the FRR is a worksheet titled "OPTIONS Services". This should be completed and reflect the correct allocation amount and support the spending plan noted in #9 below. Expenditure reporting instructions are:

- a) Line 4 Budget Amount. The amount of the allocation can be found in the ABGATCHA of APD 14-01-01.
- b) Line 5 Quarterly Expenditures. The amounts should be reflective of the amount of funding spent during the current quarter by cost center.
- c) Line 6 Cumulative Expenditures. The amounts shown should be a year-to-date total of expenditures reported through the end of the current quarter.
- d) Line 9 Total Consumers-Waiting List. The amounts reported should be the number of consumers that have received services as a result of this allocation. The information should be reported by cost center. It is cumulative through the current quarter.
- e) Line 10 Total Consumers-Add Services. The amounts reported will be the number of consumers that have received additional services as a result of these allocations. The information should be reported by cost center. It is cumulative through the current quarter.
- f) Line 11 Total Consumers. This is a summary of information presented on lines 9 Total Consumers-Waiting List and Line 10 Total Consumers-Add Services. It is cumulative through the current quarter.

- g) Line 13 Options Services Staffing Costs. The amounts are the staffing costs the AAA has incurred as a result of servicing consumers with the Options Services and Waiting List Initiative funding. Staffing costs incurred as a result of utilizing other funds is not reportable on this worksheet. It is cumulative through the current quarter.
 - h) Line 14 Program Costs. This line should reflect the costs the AAA has paid for the service being offered in the reportable cost center. It is cumulative through the current quarter.
 - i) Line 15 Consumers Served. This is the number of consumers who have received services in the applicable cost center and have costs reported on Line 14 Program Costs. It is cumulative through the current quarter.
 - j) Line 16 Consumer Reimbursement. This is the amount the AAA provided as a reimbursement to consumers in non-FCSP related programs. It is cumulative through the current quarter.
 - k) Line 17 Consumers Served. This is the number of consumers who received services in the applicable cost center and have costs reported on Line 16 Program Costs. It is cumulative through the current quarter.
 - l) Line 18 Consumer Reimbursement-FCSP. This is the amount the AAA provided as a reimbursement to consumers who the AAA funded and who is on track to enter an FCSP program within 3 months from initiation. It is cumulative through the current quarter.
 - m) Line 19 Consumers Served. This is the number of consumers received services in the applicable cost center and have costs reported on Line 18 Program Costs. It is cumulative through the current quarter.
8. A projected spending plan will accompany the Line Item Budget submission and be subject to Department of Aging approval. The plan should detail how the categorical allocation-OPTIONS Services are to be spent. See attachment 1 for the submission format. Similar to all other financial reporting documents provided by the AAA to the Department of Aging, the plan's submission indicates the appropriate AAA leadership, up to and including the director/administrator, has reviewed the document and approves its contents.
9. If an AAA feels they have a need that meets the intent of the OPTIONS Services funding but cannot be served through an existing cost center, they can request a waiver through the normal waiver request process.

Questions regarding the completion of the Aging Services Block Grant documents should be directed to Rob Heinlen (rheinlen@pa.gov) at 717.772.0192 or Mike Fowler (mfowler@pa.gov) at 717.783.3471.

OPTIONS SERVICES SPENDING PLAN

FY _____

DATE _____

PSA # _____

AAA _____

POC _____

EMAIL _____

TEL# _____

Program Area	Original Budget			Amended Budget			Difference		
	Units	People	Amount	Units	People	Amount	Units	People	Amount
HDM									
Pass. Transportation									
I&R (Hlth& Wellness)*									
Home Health									
Personal Care									
Personal Assistance									
Overnight Shelter									
Environmental Mods									
Medical Equipment									
Home Support									
Adult Day Care									
Counselling									
Care Management									
Protective Services									
Domiciliary Care									
Guardianship									
Consumer Reimb.									
Unduplicated Count									
Total			0			0			0

** I&R cost center expenditures are limited to those activities related to evidenced based programs.*

(Please note the above chart is an embedded Excel form. If you double-click inside it, it will open as an Excel worksheet)

1. General Description of Spending Plan

2. Projected Expenditures by Quarter

Quarter 1-

Quarter 2-

Quarter 3-

Quarter 4-

Total

(should equal the allocation amount)